



Peter S. Gunther  
Superintendent of Highways

## **TOWN OF HUNTINGTON HIGHWAY OFFICE**

30 Rofay Dr., Huntington, NY 11743  
Tele. 631-351-3077, ext 116 Fax 631-499-3512

### **BANNER REQUEST FORM**

***THIS FORM MUST BE SUBMITTED TO THE HIGHWAY OFFICE AT LEAST 45 DAYS IN ADVANCE OF YOUR EVENT. ALL REQUIRED FORMS MUST BE COMPLETED 3 WEEKS PRIOR TO EVENT.***

***Maximum time for hanging banner is 3 weeks.***

ORGANIZATION NAME: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

NAME OF EVENT BANNER IS ANNOUNCING: \_\_\_\_\_

DATES TO HANG BANNER: START: \_\_\_\_\_ TAKE DOWN: \_\_\_\_\_

LOCATION(S):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ORGANIZATION CONTACT INFORMATION:

NAME: \_\_\_\_\_

CELLPHONE #: \_\_\_\_\_ HOME PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**PETER S. GUNTHER, SUPERINTENDENT OF HIGHWAYS**

Please send this form to the address above. Upon approval of your banner, you will be required to complete the Banner Agreement Form and submit to the Highway Office before a permit will be issued.

***IMPORTANT – The Agreement form requires one authorized, notarized signature from the group, and you are required to provide Insurance.***